

## **EDITED KSA LISTING**

### **CLASS: CORRECTIONAL CAPTAIN**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1.</b>	Intermediate knowledge of principles and practices of personnel management/resources (e.g., overtime, labor agreements, grievance resolution, staff discipline, etc.) in order to effectively manage the daily operations within a correctional setting.
<b>K2.</b>	Intermediate knowledge of principles and practices of business management (e.g., contracts, Budget Change Proposal [BCP], Governor's Budget Reconciliation, etc.) in order to effectively manage the daily operations within a correctional setting.
<b>K3.</b>	Advanced knowledge of training methods to ensure staff fulfill the daily security operational requirements of the department and meet the developmental needs of the employee.
<b>K4.</b>	Advanced knowledge of principles, methods, and level of custodial care/treatment and discipline of inmates based upon classification with specific knowledge of attitudes, problems, and behaviors in order to effectively manage the daily operations within a correctional setting and to provide a systematic process for the programming, housing and custody decisions for safe and secure management of inmates, escape prevention/apprehension and disturbance control, etc.
<b>K5.</b>	Advanced knowledge of the Department's Use of Force policies/procedures and the levels/options available in order to authorize or review Use of Force incidents, etc.
<b>K6.</b>	Intermediate knowledge of health and safety standards and laws mandating an environment free of bio-hazards, infectious disease exposure, etc., in order to effectively contain/control and protect all individuals from exposure, etc.
<b>K7.</b>	Advanced knowledge of laws, rules and regulations governing the Department of Corrections and Rehabilitation in order to effectively manage the daily operation within a correctional facility.
<b>K8.</b>	Advanced knowledge of the Department's Equal Employment Opportunity Program objectives and processes available in order to ensure a discrimination-free work environment.
<b>K9.</b>	Advanced knowledge of the various prison gangs and disruptive groups (e.g., behavior, activities, structure, etc.) in an effort to minimize disruptions that impede the orderly operation of a correctional setting and provide information to law enforcement agencies for community safety, etc.
<b>K10.</b>	Advanced knowledge of the inmate appeal process (e.g., CDC 602-Inmate/Parolee Appeal Form, CDC 1824-Reasonable Accommodation Request Form [ADA], etc.) in order to review, resolve, respond and track/monitor appeals within the specified time constraints, etc.

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	<b>Knowledge of:</b>
<b>K11.</b>	Comprehensive knowledge of the purpose, mission, and goals of the Department to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the department/institution, etc.
<b>K12.</b>	Comprehensive knowledge of the principles of effective verbal and written communication, and group dynamics to accurately and effectively communicate job related information and conflict resolution, etc.
<b>K13.</b>	Intermediate knowledge of the missions and functions of various Federal, State, and local law enforcement agencies, courts, Inspector/Attorney General, District Attorney, and local medical facilities, etc., in order to develop, facilitate, maintain and promote a good working relationship, etc.

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	Skill to:
<b>S1.</b>	Plan the work of appropriate staff in order to achieve the department/institution's vision, values, missions, and goals, etc.
<b>S2.</b>	Assess the work of appropriate staff in order to achieve the department/institution's vision, values, missions, and goals, etc.
<b>S3.</b>	Direct the work of appropriate staff in order to achieve the department/institution's vision, values, missions, and goals, etc.
<b>S4.</b>	Enforce rules and regulations with firmness, tact, and impartiality to promote socially acceptable attitudes and behaviors in order to gain compliance and promote a productive work environment, etc.
<b>S5.</b>	Analyze situations accurately in order to adopt an effective course of action (e.g., modified programs, lockdown, escapes, seek medical/mental health response, overtime avoidance, disturbance level, etc.), and to prevent operational disruptions, resolve complex issues and to complete assignments in the allotted timeframes, etc.
<b>S6.</b>	Provide leadership in all situations in order to promote and maintain the organizational vision, values, mission, goals and objectives (e.g., develop an efficient and productive work force, etc.), maintain safety of others and the security of the institution, etc.
<b>S7.</b>	Communicate in order to provide information and direction/orders, train staff, to establish, promote and maintain confident and cooperative relationships with others (e.g., departmental employees, contract employees, volunteers, the public, and other State/local agencies, etc.), to meet the department's vision, values, mission, goals and objectives, to promote collaborative participation, enhance morale and productivity, etc.
<b>S8.</b>	Reason utilizing a variety of analytical techniques and resources to complete work assignments and resolve complex operational and managerial problems and provide appropriate recommendations to administrators in accordance with the Department's vision, values, missions, and goals, etc.
<b>S9.</b>	Contribute to the department's Equal Employment Opportunity objectives (e.g., sexual harassment prevention, discrimination prevention, etc.) in order to ensure a harassment free work place environment and create and maintain a fair and equitable work environment.
<b>S10.</b>	Demonstrate the methods and techniques of supervision (e.g., provide direction and training to staff, counseling, fair and appropriate performance evaluations, employee relations, work scheduling and administrative practices, conflict resolution, etc.) in order to ensure a productive work force, and create and maintain a safe, harmonious and stress-free work environment, etc.

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	<b>Skill to:</b>
<b>S11.</b>	Provide training to staff in order to create a knowledgeable work force, to enable staff to produce quality work and to enhance and/or provide upward mobility opportunities, etc.
<b>S12.</b>	Prepare/review/retain records (e.g., training, operational plans, use of force, inmate records, etc.), in order to retain critical data/information for litigation, historical data/past practice, managerial resources, etc.
<b>S13.</b>	Identify/recognize all institutional issues and operational resources available in order to maximize operational efficiency and provide support for various programs within a correctional setting.

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	Special Personal Characteristics:
<b>SPC1.</b>	Leadership qualities by demonstrating emotional maturity, stability, tact, ethical/moral behavior, law abiding, self confidence, command presence, dedication to duty, professional role model, etc., in order to accomplish day-to-day operational efficiency and promote the Department's vision, values, missions, and goals, etc.

	Special Physical Characteristics:
<b>SPHC1.</b>	Normal hearing and/or with corrective aides to ensure personal safety and in order to respond to emergency situations, etc.
<b>SPHC2.</b>	<b>Normal vision and/or with corrective aides to ensure personal safety and in order to respond to emergency situations, etc.</b>
<b>SPHC3.</b>	<b>Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.</b>